

Objective Information

1. Site Name

2. Project Director

3. Names of Assessment Team Members

A.

B.

C.

4. Beginning Date of Grant

5. Assessment Dates

6. Dollars Spent at Time of Assessment

7. Annual Budget Amount

8. Total Planned Staff

9. Total Staff Onboard

Actual

First Year Goal

10. Number of Out-of-School Youth Enrolled

11. Number of In-School Youth Enrolled

12. Total Number of Youth Enrolled

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.0	Governance			
1.1	A clear vision and mission statement has been articulated and guides the work of the YO site.	1 2 3 4 9 9 9 9		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.2	Clear processes, policies and procedures for decision-making are defined. Leadership, staff and youth understand their roles.	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> <div>9</div> <div>9</div> <div>9</div> <div>9</div> </div>		
1.3	Local Youth Council and advisory structures are in place, meeting regularly and have clearly defined roles and responsibilities (including employers, community, youth).	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> <div>9</div> <div>9</div> <div>9</div> <div>9</div> </div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.4	The Youth Council has a clear connection to the YOG site, receives regular reports on and guides YO activity, understands its role and provides a linkage to other youth investments in the community in terms of the current operation and in the future when sustainability becomes a critical issue.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.5	Program partners are identified, written agreements are in place that define expectations, responsibilities, reciprocal activities and evaluation procedures.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.6	Budget has been submitted to and approved by DOL.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.7	Program Measures have been agreed on with DOL.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
1.8	Systems and processes to measure effectiveness of the initiative have been established, data collection has begun and a system for regular review and program improvement has been defined.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
Governance Update - provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
2.0	Management			
2.1	Management structure, policies and procedures have been defined and documented, all staff and youth are aware of processes and their decision-making role, youth have input into this process.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
2.2	A management team has been formed, and has developed or selected communication and assessment tools, a methodology for identifying best practices, and participant feedback systems.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
2.3	Goals, objectives and outcomes and timetable for implementation of the initiative have been set and have been shared with leadership, staff and youth.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
2.4	Communication systems for internal and external audiences, including marketing and public relations strategies, have been formally defined and implemented.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
2.5	Budgeting and fiscal processes have been established, including budget expenditures and controls, chart of accounts, fiscal reports and inventory control.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
Management Update - provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
3.0	YOG Centers			
3.1	A center(s) facilities team, involving youth and the community is active and informs the development of the center(s) and its activities.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
3.2	The Yo Center(s) is/are fully operation and provides the facilities contemplated.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
3.3	Staff and youth are actively engaged in the center(s) design process.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
3.4	Conditions inside, outside and around the center(s) and satellites are safe and well lit, and provide safe parking for staff.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
3.5	Use and maintenance of the facility has been defined and documented, including center design and layout, maintenance and upkeep and is in full compliance with ADA regulations.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
				<p>YOG Center Update - provide an update on successes or best practices and challenges in this area</p>

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.0	Core Staff			
4.1	The Project Director (PD) is on board and fully oriented to the YO effort with a right hand person available to provide leadership when PD is not on site.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.2	The project Director works effectively with WIA leadership, the grantee, staff, community youth and technical assistance providers.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
4.3	A sequenced process for recruiting, hiring, and orientating front-line staff has been implemented (including key staff at partner agencies that are providing services).	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.4	Job titles reflect the work itself and clear job descriptions, performance review processes and formalized personnel policies are in place.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.5	The staff composition is reflective of the community's ethnicity and culture and there is a balance between community and non-community hires, as well as the diversity of experience and knowledge of the staff.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.6	Youth involvement and leadership are modeled by hiring qualified youth with prior leadership skills in to leadership and key programmatic roles.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.7	Support systems for staff have been developed and implemented, including orientation, employee assistance programs, and internal team building activities.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.8	A sequenced staff development plan has been developed and initially implemented which may include the youth development practitioner apprenticeship.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
4.9	Staff who attended YOG Institute have implemented lessons learned from training.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
Core Staff Update - provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.10	Out-of-School Program Services			
5.11	Outreach, marketing and recruitment strategies have been planned and implemented.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.12	Consistent formal intake and assessment systems have been designed and implemented.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
5.13	A format and process for developing and updating Individual Service Strategy (ISS) has been defined and implemented.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.14	A range of educational and training opportunities are available to youth, including Job Corps, youth and adult programs, One-Stop centers academic, occupational and skill specific training (including information about apprenticeships).	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.15	A range of career development activities are available to youth including work readiness, workplace exposures, work experiences and job placement.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.16	Effective linkages to post-secondary educational opportunities have been developed.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.17	Effective linkages to support services have been developed and a structured referral process is in place and utilized.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.18	On-going youth development follow-up, support and retention strategies as well as motivational activities have been defined.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
<p data-bbox="191 245 1906 289">Out-of-School Program Update - provide an update on successes or best practices and challenges in this area</p>				

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.20	In-School Youth Program Services			
5.21	Formal agreements with schools and alternative education providers have been executed.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.22	Outreach, marketing and recruitment strategies have been planned and implemented	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> <div>9</div> <div>9</div> <div>9</div> <div>9</div> </div>		
5.23	Consistent formal intake and assessment systems have been designed and implemented.	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> <div>9</div> <div>9</div> <div>9</div> <div>9</div> </div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.24	Dropout prevention strategies have been defined and implemented	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.25	A format and process for developing and updating Individual Service Strategy (ISS) has been defined and implemented	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.26	A range of career development activities are available to youth including work readiness, career awareness and work-based learning.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.27	Effective linkages to post-secondary educational opportunities and support services have been developed, including information on financial aid	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
In-School Program Update - provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.30	Service Providers			
5.31	Service providers have been assessed and the range of program/service options identified.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.32	Inter-program communication, follow-up and evaluation systems are in place.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.33	Reporting mechanisms and responsibilities have been clearly defined for all partners.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.34	Access to additional community resources such as donated business attire or program rewards has been arranged and other community resources have been identified and accessed by youth participants	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.35	Opportunities for volunteers have been identified and a system developed to engage them in the center's work	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
Service Provider Update -provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.40	Employer Engagement			
5.41	A system for employer (labor union) engagement has been defined, including use of intermediaries .	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.42	Marketing tools and materials have been developed and are readily accessible to all employer (labor union) liaison staff.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
5.43	A coordinated system for employer (labor union) engagement (among YOG, its partners and other youth providers) has been defined and implemented.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
Employer Engagement Update - provide an update on successes or best practices and challenges in this area				

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.50	Youth Development Activities			
5.51	Sports and recreation programs and participation opportunities have been planned and begun.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.52	Community Service opportunities are in place.	<div>1 2 3 4</div> <div>9 9 9 9</div>		
5.53	College/SAT Preparation as well as community college placement test preparation and other post secondary preparation assistance is in place.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.54	Access to adult advisors and mentors has been arranged.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.55	A youth advisory council has been formed, meets regularly and informs the work at the Center (This may be the same group as the youth management team).	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.56	A clear recognition and reward for personal development system has been implemented into the program	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.57	Multi-cultural activities have been developed.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
5.58	Youth with special needs are actively recruited and fully served.	<div>1 2 3 4</div> <div>9 9 9 9</div>		

Reference	Activity	Progress	Key Accomplishments	Next Steps
<p>Youth Development Activities Update - provide an update on successes or best practices and challenges in this area</p>				

OPEN ENDED QUESTIONS

- 1) In your view, what are the two or three most significant accomplishments in the _____ Youth Opportunity site Why? What helped them to happen?

- 2) What are you concerned about? Is it something that happened, or that has not been accomplished?
[What has happened that you did not plan for or anticipate as a result of the project?]

- 3) What has been most surprising? (pleasant or unpleasant)

- 4) What external factors -- e.g. politics in the city or region, interagency competition, changes in the local economy, gang activity, or any other that occur to you -- have affected your work the most?

- 5) In order to truly succeed here, what do you think you need the most help with? What kind of help, and when? From whom can that help come? What can the Department do?